

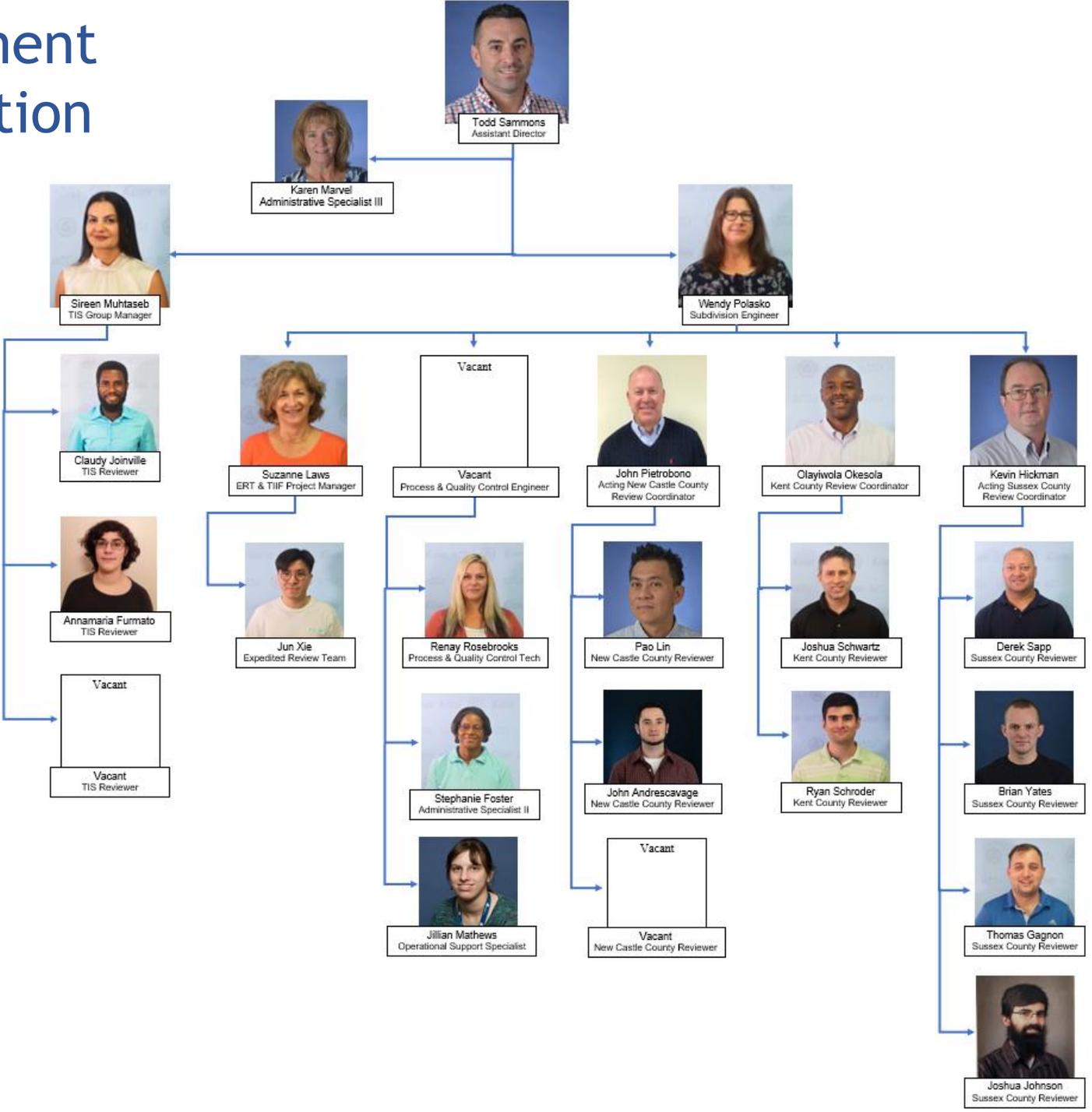
Development Coordination

Updates, Accomplishments, & Enhancements

Todd Sammons
Assistant Director

10/25/2022

Development Coordination



Subdivision Reviewers

Geographic Areas of Responsibility

New Castle County

John Pietrobono (302) 760-2122
john.pietrobono@delaware.gov

Pao Lin (302) 760-2157
pao.lin@delaware.gov

Jun Xie (302) 760-2667
jun.xie@delaware.gov

John Andrescavage (302) 760-2512
john.andrescavage@delaware.gov

Kent County

Olayiwola Okesola (302) 760-2409
olayiwola.okesola@delaware.gov

Joshua Schwartz (302) 760-2768
joshua.schwartz@delaware.gov

Ryan Schroder (302) 760-2674
ryan.schroder@delaware.gov

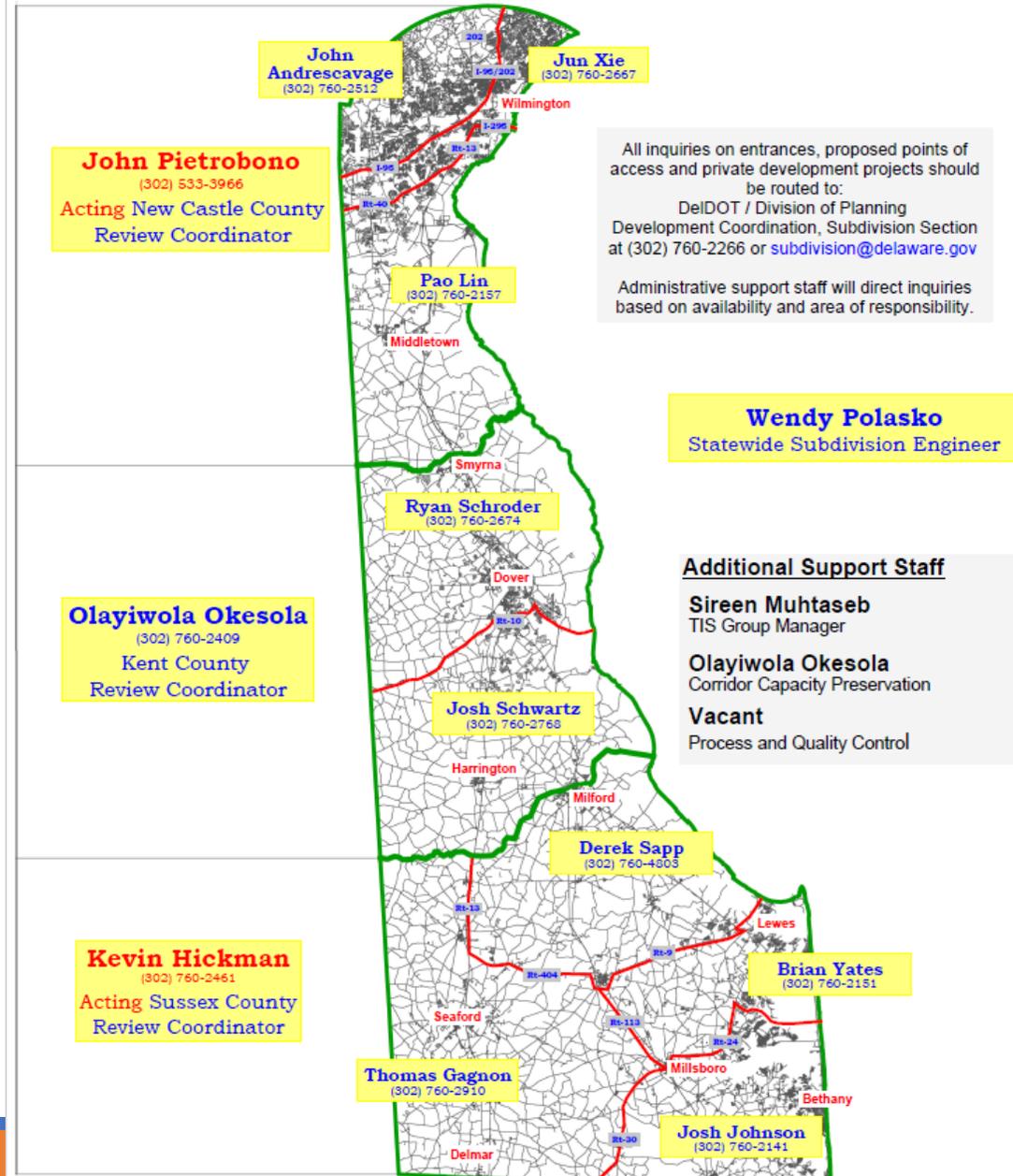
Sussex County

Kevin Hickman (302) 760-2461
kevin.hickman@delaware.com

Derek Sapp (302) 760-4803
derek.sapp@delaware.gov

Brian Yates (302) 760-2151
brian.yates@delaware.gov

Josh Johnson (302) 760-2141
josh.johnson@delaware.gov



Development Coordination Contacts

- Todd Sammons (302) 760-2266
Assistant Director
todd.sammons@delaware.gov

Subdivision Section

- Wendy Polasko (302) 760-2542
Subdivision Engineer
wendy.polasko@delaware.gov
- Renay Rosebrooks (302) 760-2144
Process & Quality Control Tech
renay.rosebrooks@delaware.gov
- Susanne Laws (302) 760-2128
TIIF/ERT/LA Program Manager
susanne.laws@delaware.gov
- Mark Galipo (302) 760-2266
Development Coordination Traffic Engineer
mark.galipo@delaware.gov

Administrative Staff

- Karen Marvel (302) 760-2122
karen.marvel@delaware.gov
- Stephanie Foster (302) 760-2266
stephanie.foster@delaware.gov

Traffic Analysis Group

- Sireen Muhtaseb (302) 760-2529
TIS Group Manager
sireen.muhtaseb@delaware.gov
- Claudy Joinville (302) 760-2124
TIS Reviewer
claudy.joinville@delaware.gov
- Annamaria Furmato (302) 760-2710
TIS Reviewer
annamaria.furmato@delaware.gov

Accomplishments

- ▶ Processes and Process Timelines
- ▶ 30 Day Plan Review Cycle / 7 Day Final Approval
- ▶ Annual Project Processing of Submissions and Approvals



Accomplishments

Processes and Process Timelines

Reviews/Approvals Processed in 2 weeks

- ▶ Lot-Line Adjustments
- ▶ Minor Subdivisions

Reviews/Approvals processed in 3 weeks

- ▶ Letter of No Impact (LONI)
- ▶ Letter of No Contention (LONC) / Permit for Entrance Construction (PEC)
- ▶ *Small Commercial Entrance*

Accomplishments

Processes and Process Timelines

Major Submissions - 30 days (45 days for large projects)

- Letter of No Objection to Recordation (LONOR) / LONOR-RED
- Entrance Plan Approvals (EPA) and Construction Plan Approvals
 - Subdivision Entrance
 - Commercial Entrance
 - Subdivision Street
 - Off-Site Roadway/Intersection
 - Industrial Street

Accomplishments

30 Day Plan Review Cycle / 7 Day Final Approval

Statewide Reviews	2020	2021
Total of all major project review submittals	679	658
Number completed on schedule	679	658
% completed on schedule	100%	100%

Accomplishments

Annual Project Processing of Submissions

Statewide Reviews	2020	2021
Letter of No Objection to Recordation (LONOR) / Record Plan	261	213
LONOR / Record Plan - RED	18	27
Commercial Entrance Plan	259	197
Subdivision Construction / Entrance Plan	97	116
Subdivision Street Plan	17	24
Off-site Construction Plan	21	32
Industrial Street Plan		
Letter of No Contention (LONC) / Permits for Entrance Construction (PEC)	183	226
Minor Residential Subdivisions	309	269
Lot Line Adjustments	60	32
TOTAL	1225	1136

Accomplishments

Annual Project Processing of Approvals

Statewide Reviews	2020	2021
Letter of No Objection to Recordation (LONOR) / Record Plan	157	113
LONOR / Record Plan - RED	9	19
Commercial Entrance Plan	114	74
Subdivision Construction / Entrance Plan	40	37
Subdivision Street Plan	7	9
Off-site Construction Plan	7	10
Industrial Street Plan		
Letter of No Contention (LONC) / Permits for Entrance Construction (PEC)	100	156
Minor Residential Subdivisions	209	205
Lot Line Adjustments	43	29
TOTAL	686	652

Accomplishments

Traffic Analysis Reviews

Statewide Reviews	Reviewed
TIS/TOA Traffic Counts (TIS/TOA) <i>(10 Business Days)</i>	33
Preliminary Traffic Impact Study (PTIS) <i>(15 Business Days)</i>	60
Final TIS Report (TIS) <i>(45 Business Days)</i>	33
% completed on schedule	100%

Statewide Reviews	Issued
PLUS Applications	105
Service Level Evaluations (Kent Co)/PTA (Sussex Co)	140
Area Wide Study Fee Letter	51
Traffic Impact Studies (TIS) Draft TIS Review Letter Issued	30
Traffic Impact Studies (TIS) Final Letters	25
TOTAL	351

Accomplishments

(over the last three years)

- ▶ Small Commercial Process
- ▶ Expedited Review Team (ERT)
- ▶ Process for Determining Developer Contributions to DelDOT
Capital Projects
- ▶ Development Engineers Participate in Plan Reviews
- ▶ TIS/TOA Workflow Process Improvements



Accomplishments

Small Commercial Entrance Process

▶ Process is for Small Commercial Facilities that Require a New Commercial Entrance

▶ Eligibility Criteria:

- A New Single Lot Commercial Project, Requesting a Single Entrance
- Proposed Site must Generate Less than 200 Average Daily Trips (ADT)



DelDOT – Development Coordination Process for Small Commercial Entrance

[This document outlines the process for Small Commercial Entrance Approvals. This process is for Small Commercial Facilities that require a new commercial entrance. Project eligibility is at the Delaware Department of Transportation's (DelDOT) discretion. The applicant acknowledges and accepts additional requirements may need to be constructed in the State of Delaware Right-of-Way to promote the safety and functionality of the applicant's new commercial entrance facility. These changes may be addressed as 'field changes' and could include, but are not limited to, the following items: sign relocation or placement, striping removal, additional striping, additional paving/repairs and additional transportation facility repairs or upgrades. Further the applicant agrees to adhere to all Maintenance of Traffic requirements that will be outlined in the Pre-Construction meeting.

* If a parcel is covered under an existing Transportation Improvement District (TID), your site is still governed under that TID Agreement.

** Waivers for any of the following conditions shall require written approval from the Assistant Director of Planning.

*** DelDOT's Small Commercial Entrance Plan Approval letter shall be valid for a period of 1 year. If an Entrance Permit has not been obtained within one year, then the project must be resubmitted for review and approval. No extensions of the approval will be granted.

To be eligible for consideration:

- A. The project scope must be a single lot commercial project, requesting a single entrance. Multiple lots or multiple entrances will have to follow the formal plan review Letter of No Objection to Recordation (LONOR) and Entrance Plan Approval (EPA) process.
- B. The project must not currently have or cause any of the following: utility relocations, drainage issues, additional drainage to the State R/W and/or curb present.
- C. DelDOT will assess basic site criteria including: topography, conditions of pavement and markings, possible sight distance issues and existing pedestrian facilities, if present.
- D. Site must be either exempt from the DNREC Stormwater Regulations or qualify for the "Non-Residential Construction with less than 1.0 acre Disturbed" Standard Plan.
- E. The proposed site must generate less than 200 Average Daily Trips (ADT).
- F. If a Capital Transportation Program (CTP) Project is occurring contiguous to the parcel/project then the formal plan review process, LONOR and EPA may be required.
- G. If turn-lanes are warranted, then the formal plan review process, LONOR and EPA shall be required.
- H. If a project is located within Investment Level I or Investment Level II Areas as defined by the State Strategies for Policies and Spending maps, the applicant will be required to pay the Shared-Use Path (SUP) Sidewalk fee in lieu of construction. Any existing pedestrian facilities that are determined to be not adequate must be brought up to the current standards by the applicant. If the project is located in an area with contiguous pedestrian facilities or a nearby pedestrian network, the applicant will be required to construct the pedestrian facility per DelDOT Standard Construction Details, at the Subdivision Engineer's discretion.



DelDOT – Development Coordination Process for Small Commercial Entrance

Application process:

1. All requests should be received through DelDOT's online portal PDCA (<http://pdca.deldot.gov/>) or through the Subdivision Mailbox (Subdivision@delaware.gov).
2. All applicants will be required to complete and submit a Permit Application (PA) with site traffic / trip generation information (average number of daily: vehicles using entrance, customers, and employees). All applicants will also be required to submit the Site Plan developed for the Local Land Use agency. These plans at a minimum should show the proposed entrance location in addition to any Local Land Use requirements. The applicant is encouraged to submit a trip generation diagram and an [Auxiliary Lane worksheets](#). Additional information allows the Department to effectively process the application and to help avoid delays.
3. DelDOT will review the project for its eligibility per the Small Commercial Entrance requirements and determine eligibility. Depending on the scope of work, the project may be processed under the Small Commercial Entrance process or the formal plan review process (LONOR and EPA). This determination will be made at the discretion of the Subdivision Engineer. DelDOT will make the determination if the Small Commercial Entrance process is appropriate within 15 business days. If more time or information is needed to process the Application, DelDOT personnel will notify the Applicant with an expected response date or request that information.

Accomplishments

Expedited Review Team (ERT)

- ▶ Partner with Local Land Use Agencies, Development Team (Applicant), Business Community and other State Agencies to bring permanent full-time jobs to the market quickly and efficiently
- ▶ Process in which development projects will be given the opportunity to receive an expedited review and approval



DeIDOT – Development Coordination EXPEDITED REVIEW PROCESS

This document defines the policy in which development projects will be given the opportunity to receive an expedited review and approval through the Development Coordination Section. The goal of expediting the process is to partner with the Local Land Use Agencies, Development Team (Applicant), Business Community and other State Agencies to bring permanent full-time jobs to the market quickly and efficiently.

Project Eligibility:

DeIDOT will evaluate a development project's eligibility for an expedited review based on the following information, therefore the Applicant should provide for consideration as much detail as possible for DeIDOT to make an appropriate determination.

- ❖ The Applicant will need to gain the consent and support of the respective Local Land Use Agency (LLUA) by obtaining a commitment to expedite their approval process based on actual creation of a significant number of direct, quality, permanent full-time jobs as defined by the LLUA, e.g., "Jobs Now Expedited Job Creation" in New Castle County.
- ❖ Only commercial or industrial development projects are eligible. Residential, mixed-use, or retail projects are not eligible.
- ❖ In addition to job creation, projects should also meet one or more of the following criteria to qualify for an expedited review:
 - Recipient of a Transportation Infrastructure Investment Fund (TIIF) grant.
 - Endorsed and/or promoted by an economic development agency, e.g., Delaware Prosperity Partnership, Wilmington Office of Economic Development, Kent Economic Partnership, Sussex County Economic Development Office, and/or Division of Small Business (DSB) as having direct economic benefit to the State.
 - Will be in an Opportunity Zone or Downtown Development District as designated by DSB or the LLUA.
- ❖ The Applicant must commit to provide in writing a project schedule to the LLUA and DeIDOT, and all three parties must agree to the expedited timeframe prior to DeIDOT initiating the expedited review process. The Applicant must also agree to break ground for the project in accordance with the established expedited timeframes.
- ❖ DeIDOT has decision authority equal to the LLUA in determining project eligibility and therefore will work closely with the LLUA to determine need and extent of an expedited review.

Deliverables once Eligibility is Established:

DeIDOT's expedited review process objective is to issue approvals within six (6) months or to meet the Applicant's LLUA approval schedule and overall project timelines. Recognizing that the review and approval process is a shared responsibility between the Applicant, LLUA and DeIDOT, DeIDOT will work collaboratively with the Applicant and other agencies to promote open, honest communication as an active partner in the development project's delivery.

- ❖ The Expedited Review Team (ERT) will work closely with each DeIDOT internal support section (Peer Reviewers) to facilitate the review and processing of the development plans until DeIDOT approvals are obtained.
- ❖ The ERT will maintain regular reporting to Key Stakeholders regarding the DeIDOT review and approval process.
- ❖ The ERT will routinely assess project timelines to ensure milestones are met and will alert Stakeholders to potential for missed deadlines related to the DeIDOT review and approval process.
- ❖ The ERT will document all DeIDOT guidance given and file in the Planning Development Coordination Application (PDCA) so that real-time updates are easily accessible to the Applicant.
- ❖ The ERT will periodically evaluate the ERT process and integrate enhancements that promote process improvements.

Accomplishments

Process for Determining Developer Contributions to DelDOT Capital Projects

1. Project must be in the CTP
2. Highway Capacity must be Increased
3. Only based on Construction Costs
4. Contributions shall be based on 20 percent of the DelDOT Capital Project Total Construction costs
5. *(20% total Construction cost) x development traffic passing through the project total design year traffic passing through*
6. Calculated for the Weekday P.M. Peak Hour of the Frontage Road/Access
7. Contributions Stop when the CTP Project is Awarded



DelDOT – Development Coordination Process for Determining Developer Contributions To DelDOT Capital Projects

The Development Coordination section determines developer contributions toward DelDOT Capital Projects with the guidance provided in this process sheet.

In this document, “project” means a transportation improvement built by DelDOT. Construction on private property by developer is a “development.”

1. Contributions shall be assessed only for projects listed in the currently adopted Capital Transportation Program (CTP).
2. Within the currently adopted CTP, contributions shall be assessed only for projects that add highway capacity, meaning through lanes or turning lanes from one road to another. Turning lanes at commercial entrances may be included but do not add capacity. Maintenance and rehabilitation projects, most bridge projects, and many Highway Safety Improvement Program (HSIP) projects are excluded. Signals not associated with larger Capital Projects are addressed separately.
3. Contributions shall be based on Construction costs only. These may be costs listed in the CTP or more refined estimates if they are available. Contributions shall be assessed only when a Construction costs estimate is included in the CTP.
4. Contributions shall be based on 20 percent of the DelDOT Capital Project total Construction costs only. The 20 percent factor applies regardless of the actual State share on the specific project.
5. The contribution shall be calculated by multiplying the project cost by a fraction, of which the numerator is the amount of traffic to and from the development passing through the project and the denominator is the total traffic passing through the project in the design year of the project.
$$(20\% \text{ total Construction cost}) \times \frac{\text{development traffic passing through the project}}{\text{total design year traffic passing through}}$$
6. The fraction described in Item 5 above will normally be calculated for the weekday p.m. peak hour of the frontage road(s) from which the development will take access.
7. If a development's timeline extends beyond DelDOT's award of a project, contributions shall stop at the award of the project.

Accomplishments

Development Engineers Participate in Plan Reviews

- ▶ Developer Engineers invited to attend Plan Review Meetings for 1st Submissions for:
 - Record Plans, Subdivision and Commercial Entrance Plans, Subdivision Street Plans, Off-Site Roadway/Intersection Plans and Industrial Street Plans
- ▶ Ability to Review Comments and Provide Comments within the BlueBeam Sessions
- ▶ Provides an Interactive, Real-Time Collaborative Working Meeting to Discuss Comments between the Engineers and DelDOT Reviewers
- ▶ Main Goal is Reducing the Number of Reviews and Providing Customer Service

Accomplishments

TIS/TOA Workflow Process Improvements

- ▶ Automated Tasks within the PDCA to Track and Ensure Meeting Defined Deadlines/Accountability/Process Improvements
- ▶ Automated Interaction between Engineer and TIS Group related to “Accepting” or “Requesting more Information” for Draft TIS/TOA Letters & TIS Scoping Memo
- ▶ Reduced Review Times for all stages of the Traffic Analysis Study
 - DelDOT timeframe reduced significantly and now predictable

TIS Submissions	Option A	Option B
Previously	142 days (5mo)	138 days (4mo)
Currently	98 days (3mo)	98 days (3mo)

Enhancements

- ▶ Checklists - multiple requests to improve from 2019 Summit
 - Converted from Excel to Fillable PDF's
 - Took a Comprehensive Checklist and Created Multiple Plan Specific Checklists
- ▶ Created New PDCA Submission Review Types
 - Traffic Safety Detour Plans
 - Traffic Design Signal Design, Lighting Design and ITMS Plans
- ▶ Created Internal PDCA Submissions to Improve Tracking and Localization of all Plan Review Documents
 - Signal Agreements, Design Deviations and *Letter Agreements
 - *Level II Construction Inspection Agreements (Coming in November)
 - AWSF Letters (Coming in Early 2023)
- ▶ Improved TIS Autogenerated Emails to Include Acceptance and Completion Dates, as well as Reviewer Contact Information

Website

Development Coordination Webpage

<https://deldot.gov/Business/subdivisions/index.shtml>

- ▶ Find all Guidance, Forms, and Checklists
- ▶ Documents are updated regularly
- ▶ All previous Email Blasts can be found here
- ▶ Iterations Report
- ▶ Still a work in progress, stay tuned for more upgrades

Development Coordination

Home 

Information 

[Click here to subscribe to Development Coordination Updates](#)

QUICK LINKS | **GUIDANCE** | **FORMS** | **CHECKLISTS**

Quick Links

-  Traffic Management Center - Crash Data Requests
-  Subdivision Plan Review Schedules
-  Statewide Plan Review Map - Updated: 08/17/2022(Essential Information)
-  Complete Communities Tool Box
-  Corridor Capacity Preservation Program
-  DRC (Design Resource Center)
-  DelDOT Road Design Manual
-  Entrance Permit Application
-  Gateway (Functional Classification)
-  Standard Construction Details
-  Model Plans (Highway/Offsite Improvement Plan)
-  Delaware Stormwater Regulations
-  DNREC: Division of Watershed Stewardship
-  Appendix B - Improvements Requiring New Rights-Of-Way (See DE Admin Code Title 2 section 2308)

Development

- PDCA
- Expedited Reviews
- TIF
- Development Coordination Manual
- Development Coordination Iteration Report
- Land Development
- Commercial Entrances
- Residential Entrance Permits
- Residential Subdivisions
- Special Use Entrance
- Email Blast Archive

IT'S A QUESTION PARTY!



MY FAVORITE!